



**ADDENDUM TO IFB DOCUMENTS
September 12, 2013**

IFB No. 42-12-13 Polo Shirts, T-Shirts and Related Items

BID OPENING DATE: September 24, 2013 @ 3:00 PM

ADDENDUM No. 3

To All Proposers:

It is the Proposers' responsibility to assure receipt of all addenda. The Proposer should verify with the designated Purchasing Agent prior to submitting a bid that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their bid by checking the box indicated on the bid form.

This addendum is issued to modify the previously issued IFB documents and/or given for informational purposes, and is hereby made a part of the bid documents.

PLEASE NOTE THE FOLLOWING CHANGES TO THE IFB:

The Bid Form has been revised and should be used when submitting your bid. A line item for screen printing has been added to the Bid Form. Please see Attachment under Addendum No 3.

Please note the following questions submitted:

Q1. Is it still a requirement to have auto insurance or worker's compensation insurance, employer's insurance or automobile insurance if a bidder does not have a company vehicle and is a one-man workforce?

A1. Insurance is not required if you do not own a vehicle.

Q2. Do you have the actual item or style number for the Devon and Jones shirt and jackets?

A2. The style number for the Devon and Jones shirts are D100, DG385, D140, DG105 and D440. The style number for the Devon and Jones jackets are D850, M740, and D700.

Q3. What is the procedure for getting a copy of the package that won the bid or award for the last time this contract was offered?

A3. Please see addendum No.2

Q4. On the table of contents page for this bid, Section 4 has Contract Forms listed such as:

A-1 Public Entity Crimes Affidavit

A-2 Non-Collusive Certificate

A-4 Questionnaire

A-5 Acknowledgement of Addenda

A-6 Bidder's Disclosure of Subcontractors and Suppliers

A-7 Insurance Requirements

A-14 References

However, these forms are not included with the bid. Could you please provide them?

A4. These forms can be found on our website which is [www. northmiamifl.gov](http://www.northmiamifl.gov). Click on the purchasing tab and then contract forms (on the left side of the screen).

Q5. With reference to 2.1 please explain how does a community benefit plan apply in our case? Where could I secure information concerning community benefit plan?

A5. The community benefits plan applies to the awarded vendors. Please refer to section 5.62 of the bid.

Q6. Is the pricing of the garment with the embroidery? The Item listed with alternate, is that where we are to price the item with embroidery including all set up fees or is there another line listed for those fees?

A6. No, the pricing of the garment is not including the embroidery. On Page 11 of the bid, under "set up fees for additional logos" is where the prices for the item with embroidery and set up fees should go.

Q7. Do the price of \$3.87 shown in addendum #2 include embroidery and the individual name? Talking about the T shirt. Same for the polos?

A7. No

Q8. Do you have a model number for the jacket or a better picture or description? Does it zip or button and is it fleeced lined?

A8. The style numbers for the Chestnut Hill Jackets are CH850, CH900, CH900W, CH910, CH950 and CH970. The jackets are full zipped and quarter zipped. The jackets are microfiber and micro fleece.

Q9. Is the pricing of the garment with the embroidery? The Item listed with alternate, is that where we are to price the item with embroidery including all set up fees or is there another line listed for those fees? Also, in group VII is there a logo for the t-shirt items?

A9. Please see the A6 on this addendum (addendum no.3). Yes there is a logo for the t-shirt items.

Q10. How many colors are being printed on the t-shirts, the location(s), and quantities per design? So I may quote a price. What is the quantity that is ordered (and reordered) when a purchase order is issued for polo shirts, jackets and t-shirts?

A10. Colors and location can be found on pages 14-17 of the bid package. In reference to the quantities, orders are placed as needed.

Q11. Am I pricing all of the shirts blank and the embroidery cost separately? Will there be any screen-printing?

A11. The pricing of the shirts will be separate from the pricing of the embroidery. On Page 11 of the bid, under "flat price for first 8,000 stitches up to 5 colors" is where the prices for the item with embroidery should go. Yes there will be screen printing.